

## St Mark's Episcopal Church, Warwick RI

We are seeking a dynamic and highly organized Parish Administrator to serve as the vital backbone of St. Mark's Episcopal Church's spiritual and operational activities. This role offers an exciting opportunity to manage administrative functions, coordinate events, oversee office operations, and support the overall mission of our parish. The ideal candidate will bring energy, professionalism, and a proactive approach to ensure smooth day-to-day functioning while fostering a welcoming environment for staff, volunteers, and parishioners alike. Your leadership will help strengthen our community bonds and enhance our outreach efforts.

### Responsibilities

- Manage all administrative tasks including scheduling, correspondence, and record keeping to ensure efficient office operations.
- Coordinate parish events, meetings, and community programs with attention to detail and timely execution.
- Oversee vendor relationships, including contracts, payments, and service quality to support parish needs.
- Supervise office staff and volunteers, providing training and development opportunities to foster a motivated team environment.
- Maintain accurate filing systems, manage multi-line phone systems, and ensure professional front desk reception with excellent phone etiquette.
- Manage calendar schedules for clergy and staff to optimize time management and event planning.
- Support medical or health-related administrative tasks if applicable within the parish context.
- Ensure effective communication across all levels of the parish community through clear organizational skills and proactive outreach.
- Print and edit bulletins each week.

### Experience

- Proven experience in office management or administrative roles within a church or

nonprofit setting preferred.

- Supervising experience with teams or volunteers is highly desirable.
- Demonstrated ability to handle clerical tasks such as filing, calendar management, and multi-line phone systems efficiently.
- Excellent communication skills—both verbal and written—and exceptional organizational abilities.
- Experience in event planning and coordinating community programs or outreach events.
- Familiarity with human resources practices including staff training & development and compliance standards.
- Prior experience managing front desk operations in busy office environments or medical offices is a plus. Join us in this rewarding role where your organizational talents will make a meaningful impact on our vibrant faith community!
- Experience with Canva, Constant Contact, and Google Drive would be helpful.

Work Location: In person

It is 12 hrs/wk at \$16/hr. Call the parish office to schedule an interview: 401-737-3127